Kingston Conservation Advisory Council
Monthly Meeting, Common Council Chambers
Minutes
Date: December 1, 2011 6:30-8:30pm

Roll Call: 6:35 pm

Council Members
Julie Noble (Chair)   Present
Judith Deming   Absent
Elizabeth Higgins (Secretary)   Absent
Gregg Swanzey   Present
Casey Schwarz   Present

Welcome Guests and Public Comment: There was no public comment.

Guests:
Micah Blumenthal, CIXdesigns
Adam Mastropaulo, CIXdesigns

Special Presentation:
Micah and Adam came to provide a tutorial for the Kingston CAC so that they can set up the CAC website: www.kingstoncac.org, and so that the CAC council members will be able to manage and update the website once they hand it over.

Micah went through the general format of the website, which at this time is password protected, so that only the web designers and CAC members can access it live, for design and development purposes. The following was discussed:

- The designers can change what we would like and will put together the full website and then will pass the content management and updates over to the CAC for ongoing website management.
- The CAC should create a list of content that is missing, and a list of what is desired for the website, in a flow chart.
- There is the potential for the site to host links to social media, a donation link to Paypal or something similar, and a user area with limited user only access.
- The potential attributes of the website are pretty extensive, and the CAC can advise on what we would like the format to be for each tab/page.
- The next step from here is to clearly outline the content that is desired for the website, not necessarily the format.
- CIXdesigns will be providing this service at no charge and are available to help us as needed.

At 7:20pm, Gregg had to leave, so the formal meeting officially ended, as there was no longer a quorum. All other business on the agenda was tabled until the January 5th, 2012 meeting.

Adjournment: ___7:20___pm

Submitted by Julie Noble